



Sonoma County Community Development Commission
Sonoma County Housing Authority
1440 Guerneville Road, Santa Rosa, CA 95403-4107

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Commission

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Request for Proposals
Pilot Project to Safely Shelter Homeless People
Sonoma County, California

The Sonoma County Community Development Commission (Commission) is soliciting proposals from qualified developers for a **Pilot Project using 8-12 small, non-traditional residential structures to safely shelter homeless people on the vacant lot located adjacent to the Supervised Adult Crew site at the County Administration Center in Santa Rosa, CA for a period of two years.** Qualified developers will have demonstrated experience with successful, high-quality projects using small alternative structures for either temporary or permanent housing. This Request for Proposals (RFP) contains background information about the County property and the general parameters of the envisioned Pilot Project.

A. History and Purpose

On August 25, 2015, the Sonoma County Board of Supervisors convened a study session to discuss the potential housing strategies to end homelessness in Sonoma County outlined in *Building HOMES: A Policy Maker's Toolbox for Ending Homelessness* (<http://sonoma-county-continuum-of-care.wikispaces.com/Sonoma+County's+10-Year+Homeless+Action+Plan>). The *Building HOMES* report outlines "tools" to support the creation of the 2,200 homeless-dedicated homes needed to properly shelter the estimated 3,000 homeless people residing in Sonoma County.

A growing number of communities are exploring "tiny homes" and other alternate structure types as viable options to shelter homeless people. As noted in *Building HOMES*, there is no one definition of a "tiny home", and there are unanswered questions about how these and other alternative structure types would be permitted and regulated, and whether they are a cost effective alternative to single-room occupancy or other types of small, convention rental units. The Pilot Project goal is to demonstrate if this approach can comprise one component of a broader effort to end homelessness in a manner that is cost effective, sustainable, and replicable on other public or private properties.

B. Pilot Project Objectives

The Pilot Project will explore the following questions:

- Can the project be sustained and replicated on private or non-County public property?
- Is there a particular sub-population that should be targeted?
- What type of land use and/or regulatory changes are needed to support this model?
- What type of private support can this model attract?
- Is community support any different for this type of affordable housing model?
- Is the model best used as interim or permanent housing solution?
- Can the project have a measurable impact to improve circumstances for homeless persons?



C. County Property Details

The County will make the vacant gravel lot located near the Supervised Adult Crew (SAC) at the County Administration Center available for this project. (See attached Site Location Map.)

Property specifics are as follows:

NE Corner Fiscal Dr & Paulin Ave	10,000 sq. ft. (50' x 200')	Water Available	Sewer main located 350 ft from site
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The County will allow use of the site at no charge. Any improvements needed to enable the property to be used for the Pilot Project will be covered by the project developer and/or negotiated through this RFP process, as the site preparation needs and associated infrastructure costs will vary based on the specifics of each proposal. The County may require the developer to undo any site improvements at the end of the Pilot Project if they would impede the County's future use of the property for other purposes.

D. Pilot Project Parameters and Options

The Pilot Project is essentially a small-scale, short-term trial that will help the County learn how a larger-scale project using small, alternative structure types for housing might work in practice. Two options are provided in order to offer maximum flexibility for respondents. Developers may submit proposals based on either one of two options or a combination of both. In keeping with the *Building HOMES* focus on permanent housing using a Housing First model, Type A and combination proposals will be considered as a higher priority than Type B proposals.

1. Type A

The Pilot Project structures will be suitable for use as permanent housing after the end of the pilot period.

2. Type B

The Pilot Project structures may be suitable for continued use on an interim or temporary basis in an organized camp or CA Department of Housing and Community Development (HCD)-approved special occupancy park after the pilot period has ended.

E. Alternative Structure Types

As noted in *Building HOMES*, there are many types of alternative structures that could be used to provide housing for people who are homeless. These might include stick-built structures, trailerable structures, structures built with alternate building materials, small yurts, Conestoga huts, shipping containers, recreational vehicles and others. These structures can range in size from 70 to 350 or more square feet, depending on their type and intended term of occupancy. Some can be installed on trailers and remain mobile when licensed as recreational vehicles by the State. Other types may be installed on platforms, blocks or permanent foundations. The different types may contain varying levels of utility hookups: small self-contained homes must include kitchens and sanitary facilities, while communal living arrangements may provide only private sleeping areas, with external shared structures used for food preparation, cooking, showers, and/or toilets. All of these types might be arranged as "villages" that also provide an array of communal facilities and services. A decision regarding the structure type(s) and any communal facilities to be used for the Pilot Project will be made after reviewing proposals received through this RFP.

F. Operational Model

Villages or other groupings of small residential structures can use different operational models, including interim, transitional, and permanent housing. The smallest homes are more suited as temporary, interim measures, while larger homes can offer permanent affordable housing solutions. Given the temporary nature and limited-term use of County property, a transitional or interim operational model will be used for the Pilot Project even if not intended following the end of the pilot period. The developer will be responsible for providing effective operational oversight of the project for the 2-year term.

G. Affordability, Services, and Continuity of Housing

The Pilot Project homes are required to be affordable to households with incomes at or below 30 percent of area median income (AMI). The optimal Pilot Project will lead to permanent housing placements. Connecting the residents to needed services and personal growth opportunities will enhance the potential to achieve this result.

H. Consistency with General Plan and Applicable Codes

For all proposals, compliance with the County General Plan and all applicable codes will be required. The Code requirements, by type, are as set forth below.

1. Type A (Structures intended for permanent use)

- All structures must meet the U.S. Department of Housing and Urban Development (HUD), the California Building Code (CBC) or American National Standards Institute (ANSI) standard, as applicable.
- Structures shall be placed on appropriate foundations, and shall not be smaller than 150 square feet for individual sleeping pods that share a communal kitchen facility and/or bathroom facility, or smaller than 220 square feet for individual self-contained units (Efficiency Dwelling Units, CBC 1208.4).
- Structures may be site built or factory built.
- Public water must be available to each structure that contains toilet, sink, and/or shower, and to the communal facility, if any.
- Wastewater handling must be provided via connection to sewer line or use of holding tank and pumping.
- Appropriate set-backs from property line (aka defined circumference of project area) must be observed.
- Rear and side yards of project area may be enclosed by privacy fencing.

2. *Type B (Structures intended for use in an organized camp or HCD Special Occupancy Park)*
- “Tiny Homes,” Park Model homes, Recreational Vehicles and other alternative housing built on wheels must comply with ANSI standards (see attached PRMD Technical Bulletin).
 - Structures may be served by communal sanitary and kitchen facilities.
 - Public water must be available to each structure that contains toilet, sink, and/or shower, and to the communal facility, if any.
 - Wastewater handling must be provided via connection to sewer line or use of holding tank and pumping.
 - Appropriate set-backs from property line (aka defined circumference of project area) must be observed
 - Rear and side yards of project area may be enclosed by privacy fencing.

Based on use of these criteria for a pilot program for temporary shelter for the homeless, this use is a governmental use of government property consistent with the County General Plan. County and Commission staff, and the selected developer, will work collaboratively with the City of Santa Rosa as the Pilot Project progresses.

I. Public Engagement

Public engagement is a critical component of implementing any project to create homeless-dedicated homes. In addition to gaining acceptance from the broader public, there will likely be other stakeholders with varying interests, including homeless individuals, neighbors, homeless advocates, housing providers, philanthropists, and others who may have feedback to contribute. Public engagement is also an educational tool and a useful component of pilot projects, in general. The selected project developer will be expected to work with Commission and County staff to implement a public engagement process for the Pilot Project to Safely Shelter Homeless People.

J. Evaluation Methods

A pilot project presents an opportunity to learn what works well and what doesn't prior to full-scale implementation. To this end, proposals should include a discussion of the means that will be used for soliciting feedback, including tracking project activities and outcomes and recording any adjustments that should be made. The program should include feedback from program participants as well as local community members and service providers.

PROPOSAL SUBMISSION REQUIREMENTS

A. Form

1. Two hard copies of the signed proposal must be submitted as follows.
 - Proposals must be enclosed in a sealed envelope or package and clearly marked: **Pilot Project to Safely Shelter Homeless People.**
 - Proposals should be submitted to: Sonoma County Community Development Commission, Attn: John Haig, 1440 Guerneville Road, Santa Rosa, CA 95403.
2. An electronic form of the proposal must also be submitted via one of two options: through the Sonoma County Purchasing Division's Supplier Portal or directly to the Commission.
 - The link to the Supplier Portal is:
<https://esupplier.sonomacounty.ca.gov/psp/FNPRD/SUPPLIER/ERP/h/?tab=DEFAULT>.
 - The address for submitting directly to the Commission is: John.Haig@sonoma-county.org.

B. Due Date

Written and electronic proposals both must be received by the Commission in its office at 1440 Guerneville Road, Santa Rosa, no later than 5:00 p.m., February 26, 2016. The due date is subject to change. If the due date is changed, all known recipients of the original RFP will be notified of the new date, and any such changes will also be posted on the Sonoma County Purchasing Division's Supplier Portal, as well as the Commission's website.

C. Format and Contents

For ease of review and to facilitate evaluation, the Proposal for this project should be organized and presented in the following order:

1. Signed Cover Sheet (Form Attached)

2. Project Overview

The proposal should include a narrative description of the development being proposed, as well as a preliminary conceptual plan that should include the following:

- Sketches, photos, and/or illustrations
- Architectural diagrams, if any
- Descriptive narrative, including the proposed resident population to be targeted and outreach/tenanting plans
- Number, type, size, and configuration of housing units
- Communal facilities and resident common areas
- Building materials (stucco, siding, tile, etc.)
- Setbacks (front, side, back)
- Parking (e.g., number, location)

- Required site improvements, if any, and how the property will be returned to its original state at the end of the Pilot Project if any site improvements would impede the County's future use of the property for other purposes
- Landscaping
- Process for identifying and responding to community/neighborhood considerations
- Services to be provided and the ways in which they will help connect the residents to growth opportunities and permanent housing options
- Appropriate services for any special needs residents, if proposed
- Exit strategy to avoid displacement into homelessness on completion of 2-year pilot period
- Evaluation methods to be used for tracking project activities and outcomes, soliciting feedback, and recording any adjustments that should be made.
- Anticipated timeline for development, an estimation of project cost, and a description of proposed funding sources and financing structure.

3. Financing Plan

The proposal should include all sources and amounts of funding anticipated to be used to develop and operate the Pilot Project over the 2-year term, including any local funding requests from the Commission/County. Requests for Commission or County funding should be supported by a description of efforts made to first obtain all required funding from other public or private sources.

4. Exit Plan

To avoid displacing project residents back into homelessness at the conclusion of the Pilot Project period, all proposals must include an "exit plan", which details the methods and resources that will be used to transition residents to other housing options following the completion of the pilot project.

5. Organizational Information

Provide specific information concerning your organization, including the legal name, address and telephone number of your company and the type of entity (sole proprietorship, partnership, or corporation and whether public, non-profit or private). Include the name and telephone number of the person(s) in your company authorized to execute any proposed agreement, and designate a person to be the point of contact for the Commission for this process.

Debarment or Other Disqualification: Disclose any debarment or other disqualification as a vendor for any federal, state or local entities. Describe the nature of the debarment/disqualification, including where and how to find complete information on any such debarment or disqualification.

6. Qualifications

Include resume(s) of key personnel showing relevant professional qualifications. Include references or letter of recommendations that address these qualifications.

Provide specific information concerning the organization's experience in the development of similar projects. If available, provide examples of your development of projects in partnership with public agencies.

D. Respondent Questions and Pre-Submission Meeting

Respondents are invited to attend a pre-submission conference scheduled on January 20, 2016 at 2 p.m. The conference will be held at the Sonoma County Community Development Commission office, 1440 Guerneville Road, Santa Rosa, CA. 95403. Although the conference is optional, attendance is highly encouraged and may factor into the proposal evaluation process.

If respondents have any additional questions following the conference, they must be submitted in writing before January 29, 2016 by 5 p.m., in order for staff to prepare written responses. Written questions and answers will be shared with all potential responders through a version update to the Sonoma County Purchasing Division's Supplier Portal and an email notification from both the Purchasing Division and the Commission. Please e-mail questions to: John Haig, John.Haig@sonoma-county.org.

E. Reservation of Rights

The issuance of this RFP does not constitute an agreement by the Commission that any contract will actually be entered into by the Commission. The Commission expressly reserves the right at any time to:

- a. Waive or correct any defect or informality in any response, submittal, or submittal procedure.
- b. Reject any or all submittals.
- c. Re-issue an RFP or change deadline dates.
- d. Modify all or any portion of the selection procedures, prior to the submission deadline, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the submittals.

All submittals shall be deemed public records. In the event that a respondent desires to claim portions of its submittal exempt from disclosure, it is incumbent upon the respondent to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. The Commission will consider a respondent's request for exemption from disclosure; however, the Commission will make a decision based upon applicable laws. Assertions by a respondent that the entire submittal or large portions are exempt from disclosure will not be honored. All responses to this RFP shall become the property of the Commission and will be retained or disposed of accordingly.

The Commission shall not be liable for any pre-contractual expenses incurred by any respondent. The Commission shall be held harmless and free from any and all liability, claims,

or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

All data and information furnished by Commission or referred to in this RFP are furnished for the respondent's convenience. The Commission does not guarantee that such data and information are accurate and assumes no responsibility whatsoever as to its accuracy or interpretation. Respondents shall satisfy themselves as to the accuracy or interpretation of all such information and data.

By submitting a proposal in response to this RFP, the respondent waives all rights to seek any legal remedies regarding any aspect of this RFP, the Commission's selection of a consultant, and the Commission's rejection of any and all submittals.

The Commission also reserves the right to negotiate any price or provisions and accept any part, or all parts of any or all submittals, whichever is in the best interest of the Commission.

The Commission may, during the evaluation process, request from any respondent additional information which the Commission deems necessary to determine the respondent's ability to perform the required services. If such information is requested, the respondent shall be permitted three (3) working days to submit this information.

All respondents submit their statements to the Commission with the understanding that the final approval of any agreement is contingent upon and subject to review and final approval by the Board of Commissioners.

For additional information on this RFP, please contact John Haig, Deputy Director for Community Development, at John.Haig@sonoma-county.org.

F. Criteria

All proposals received by the specified deadline will be reviewed by the Commission for content, including but not limited to responsiveness to the requirements of this RFP, consistency of the proposed conceptual project to the General Plan, references, related experience, viability of preliminary financial plan, and the respondent's professional qualifications, using the following general criteria (note that there is no value or ranking implied in the order of this list):

- a. Demonstrated ability to design and construct the project as described.
- b. Compliance with applicable General Plan policies and Development Code guidelines.
- c. A community outreach strategy that assures that the community has an opportunity to participate in and comment on the design and features of the project.
- d. Submission of preliminary site planning and design documents that are compatible with chosen site.
- e. Extent to which proposal will provide ongoing permanent housing or lead to permanent housing placements.
- f. Extent to which proposal will connect residents to needed services and personal growth

opportunities.

- g. Extent to which pilot project residents will not be displaced back into homelessness at the end of the two-year pilot period.
- h. The viability of the preliminary financing plan and the financial condition of the respondent, the amount financing or in-kind resources leveraged from other public and private sources, and the level of local subsidy requested for the project.
- i. A demonstrated history of completing similar projects in other areas, or documented partnership with an entity who has such experience;
- j. Completeness and quality of proposal.
- k. Quality of references.
- l. Any other factors the evaluation committee deems relevant.
- m. Status as a local business, as evidenced by completion of the Declaration of Local Business for Services (Sample form attached).

G. Schedule

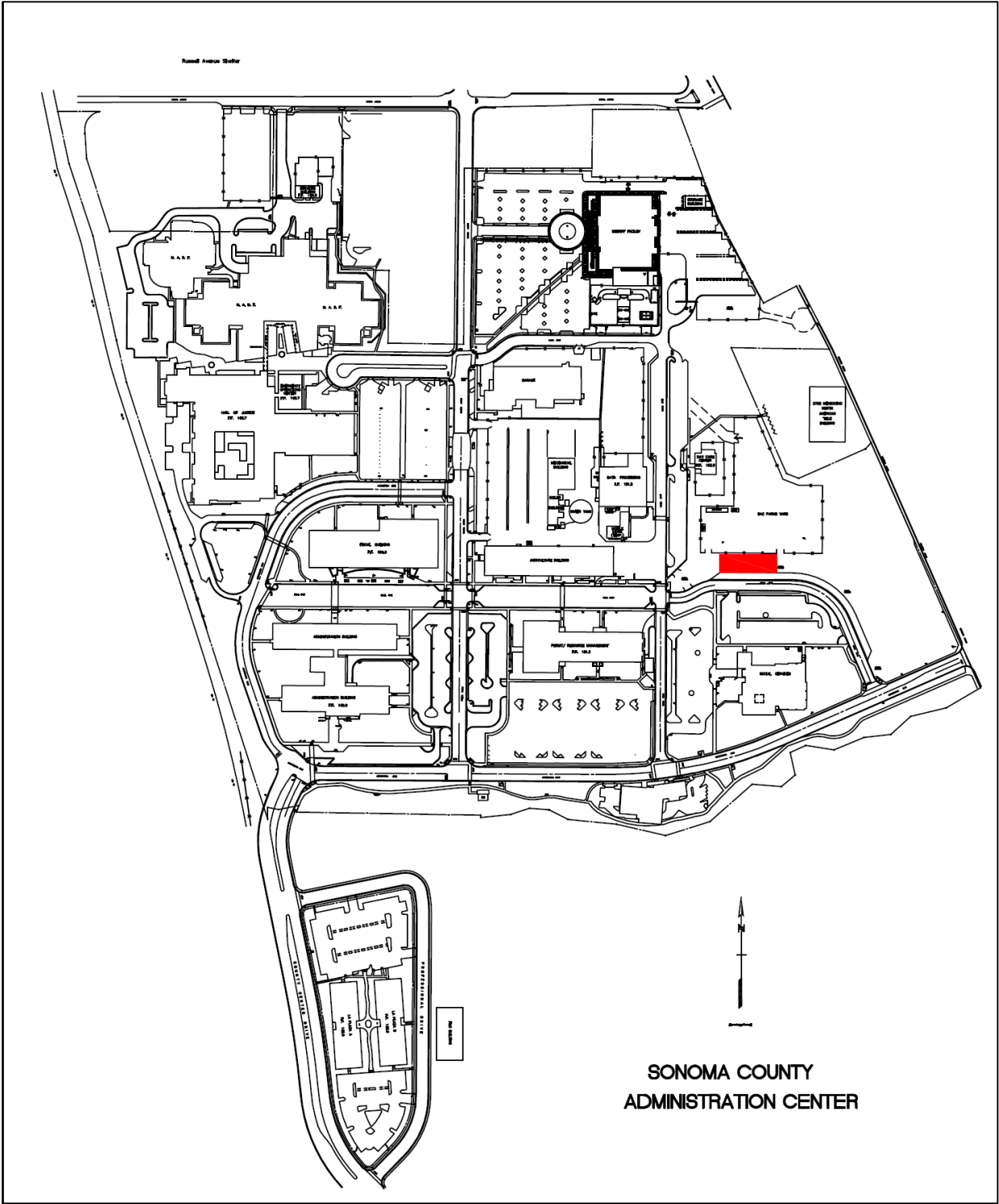
(Note: Dates are subject to change.)

Release of Request for Proposals (RFP)	January 6, 2016
Pre-Submission Conference	January 20, 2016, 2:00 p.m.
Written Questions Submitted to Staff	January 29, 2016, 5:00 p.m.
Responses to Written Questions to Developers	February 12, 2016
Deadline for Proposal Submissions	February 26, 2016, 5:00 p.m.
Proposal Review	February 29 – March 14, 2016
Interview Finalists	Week of March 14, 2016
Recommendation to the Board of Supervisors for Developer Selection	March 29, 2016
Execution of Pilot Project Development Agreement	April 2016

ATTACHMENTS

- 1. Site Location Map
- 2. PRMD Technical Bulletin: Special Occupancy Parks and Organized Camps
<http://www.sonoma-county.org/prmd/docs/techbulletin/b-40.pdf>
- 3. Cover Sheet
- 4. Declaration of Local Business for Services

ATTACHMENT 1



Attachment 2



TECHNICAL BULLETIN

PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403
(707) 565-1900 FAX (707) 565-1103

B-40

Special Occupancy Parks v. Organized Camps

INTRODUCTION

The purpose of this technical bulletin is to clarify the different types of campgrounds in Sonoma County and identify which jurisdiction (PRMD or HCD) has building permit authority.

GENERAL

Campgrounds fall into two classifications, Organized Camps or Special Occupancy Parks. An Organized Camp is defined in Section 18897 of the Health and Safety Code and is roughly defined as a site with programs and facilities to provide for a group living experience. Classic examples of Organized Camps are Boy or Girl Scout camps, Camp Newman, Christian Youth Organization and Redwood Alliance. Most, but not all, Organized Camps have an annual operational permit issued by Sonoma County Environmental Health.

PRMD is the permit authority for all structures within Organized Camps, which are codified in Section 440 of the CBC. PRMD's Technical Bulletin B-32 specifically addresses permit requirements for sleeping cabins in Organized Camps.

A Special Occupancy Park is defined in Section 18862.43 of the Health and Safety Code and is roughly defined as a recreational vehicle park, temporary recreational vehicle park, incidental camping area, or tent camping. It is common to see sleeping cabins, tents and yurts in both types of campgrounds. Recreational vehicles are found only in Special Occupancy Parks. All Special Occupancy Parks have an annual operational permit issued by HCD.

Special Occupancy Parks are similar to Mobile Home Parks. They operate under a permit issued by HCD and each park is listed on HCD's website under the camp name. Sleeping cabins, campsites, RV parking sites, campsite restrooms, and laundry facilities fall under HCD's jurisdiction for building permits. Other structures, such as single family residences, commercial stores and kiosks, fall under PRMD's building permit jurisdiction. HCD's website for researching Special Occupancy Parks is located at:

<https://ssw1.hcd.ca.gov/ParksListing/faces/parkslist/mp.jsp>

TECHNICAL DETAILS

Building permits shall be issue per the following matrix:

	Organized Camp	Special Occupancy Park
Building permit	PRMD	HCD (PRMD for other buildings)
Septic permit	PRMD	PRMD
Grading permit	PRMD	HCD (PRMD for other buildings)
Land use	PRMD	PRMD
Fire	County Fire	County Fire
Annual Operational Permit	County EH	HCD

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Effective date: 03/25/2014

Attachment 3

Sonoma County Community Development Commission

Pilot Project to Safely Shelter Homeless People Request for Preliminary Proposals (RFP)

Cover Sheet

Proposer Name: _____

Mailing Address: _____

E-Mail Address: _____

Telephone Number: _____

Primary Contact Person: _____

The Proposer certifies that all documents listed below are valid as of the date of this proposal and that current, dated copies have been submitted with this proposal. All items must be included in the response to the Request for Preliminary Proposals in order to meet minimum qualifications. Please organize proposal materials in the order listed below.

Signature: _____ Date _____

Check items included in the proposal (one electronic copy, and two hard copies, including one signed original):

- | | |
|---|--------------------------|
| 1. Signed Proposal Coversheet (this page) | <input type="checkbox"/> |
| 2. Project Overview | <input type="checkbox"/> |
| 3. Financing Plan | <input type="checkbox"/> |
| 4. Exit Plan | <input type="checkbox"/> |
| 5. Organizational Information | <input type="checkbox"/> |
| 6. Qualifications | <input type="checkbox"/> |

Attachment 4



COUNTY OF SONOMA

GENERAL SERVICES PURCHASING DIVISION

2300 COUNTY CENTER DRIVE, SUITE A208
SANTA ROSA, CALIFORNIA 95403
(707) 565-2433 Fax: (707) 565-6107

DECLARATION OF LOCAL BUSINESS FOR SERVICES

Sonoma County gives local businesses a preference in formal solicitations of services as set forth in the County of Sonoma Local Preference Policy for Services. Sonoma County's Local Preference Policy for Services can be reviewed at <http://sonomacounty.ca.gov/General-Services/Purchasing/Doing-Business-with-the-County/Local-Preference-Policy-for-Services/>

In order to qualify for this preference, a business must meet *all* of the following criteria:

1. For businesses with a location in a city within Sonoma County, a valid business license if required by the city; and
2. A valid physical address located within Sonoma County from which the vendor or consultant operates or performs business on a day-to-day basis.

By completing and signing this form, the undersigned states that, under penalty of perjury, the statements provided herein are true and correct and that the business meets the definition of a local business as set forth in the County of Sonoma Local Preference Policy for Services.

All information submitted is subject to investigation as well as disclosure to third parties under the California Public Records Act. Incomplete, unclear, or incomprehensible responses to the following will result in the bid not being considered for application of the County's local preference policy. False or dishonest responses will cause the rejection of the bid and curtail the declarant's ability to conduct business with the County in the future. It may also result in legal action.

1. Legal name of business: _____
2. Physical address of the principal place of business:

3. Business license issued by incorporated city within the County:

License Number _____ Issued by: _____

Authorized Signature: _____ Date: _____

Printed Name & Title: _____